

INDIAN AFFAIRS RECORDS SCHEDULE

4600 Series

REAL ESTATE SERVICES

and

LAND, TITLE and RECORDS OFFICE

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4600-P5 Program Correspondence and Policy/Directives Files

NARA JOB #
N1-075-06-7
Approved
3/23/2006

a. Program Correspondence Files – Official Files

Records include program correspondence files that are created; received and where action is taken; or have the primary responsibility for the documentation of the activities which relate directly to the Real Estate Services and Land, Title and Records Office program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

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03/23/2006

b. Program Policy/Directives Master Set with Case History Files – Official Files

Records include files created and related to the internal program policy, guidance and regulations of daily operations for the Real Estate Services and Land, Title and Records Office program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between United States Department of Interior and the National Archives and Records Administration.

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SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4601a-P5 Original Allotment – Individual

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: trust patents, deeds, allotment schedules/books, Acts of Congress, Secretarial Orders, Tribal land agreements, allotment or estate record cards, land registers/record books, records of contested land allotment cases, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by allotment.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4601b-P5 Original Allotment - Tribal (Government Acquired Land)

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: treaties, executive orders, Acts of Congress, Secretarial Orders, court decisions, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by tribe.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4601c-P5 [Alaskan Native Allotment \(ANA\)](#)

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Pre-allotment: application, adjudication and historical records, affidavits, conformance survey letter (to plat of survey), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Conveyance: BLM certificate, BLM reinstatement decision letter, deed, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Protest: protest, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by allottee name.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4601d-P5 Alaskan Native Townsites Parcels

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: application, NEPA clearance, appraisal, archaeological, title deed, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by allottee name.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which land is placed into trust. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4602

Land Allotments

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to related TR-4601 Series

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4603

Land Assignments

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to related TR-4601 Series

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4604 Patents, Fees and Certificates of Competency

NARA JOB # Refer to related TR-4601 Series
N1-075-04-4 - or -
Approved TR-4609-P5 - Land Transactions
11/21/2003

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4605

Land Gift Conveyance

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4609-P5 – Land Transactions

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4606

Land Plat Books

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4609-P5 – Land Transactions

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4607

Land Tract Books

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4609-P5 – Land Transactions

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4608

Aborted Land Transactions

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4609-P5 – Land Transactions

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4609-P5

Land Transactions

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Conveyance: deed, fee patent, order transferring inherited interest, conveying land (allotted and unallotted), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Pre-conveyance: certificate of competency, gift conveyance document, proclamation, tribal resolution agreeing to exchange or sale by tribe to individual, appraisal report, correspondence justifying transaction, title opinion by legal counsel, petition for sale, agency reports, certificate of indebtedness, homestead patents, restricted real property insurance policies, related land indexes, title abstracts or opinions of private sector, original bid, abstract of bid, advertisement, heirs written consent to sell, deed establishing transfer of ownership, surveys, environmental impact statements and assessments, other NEPA documents, archaeological reports, land plat and tract books showing land transactions and legal description of land (subdivision, section, township, range, and acreage), reclamation withdrawals, reservoirs, agency and school reserves, aborted land transactions (petitions to sell, transfer, or alienate rights of property), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract number.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which transaction is aborted or completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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Real Estate Services and Land, Title and Records Office

4610

Land Title/Deed Files

NARA JOB #
N1-075-04-4
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11/21/2003

Refer to TR-4609-P5 – Land Transactions

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4611-P5

Land Survey Field Notes

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: notebooks containing initial observation of an engineer, surveyor or other specialist establishing the metes and bounds measurement to document specific resources, printouts of electronic mail, and documents created through word processing and spreadsheet software applications.

Filing Arrangement: Numerical by land tract.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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Real Estate Services and Land, Title and Records Office

TR-4612-P5

Cadastral Surveys

**NARA JOB #
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Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, surveys conducted by Bureau of Land Management or other contractors to establish exterior boundaries, administrative surveys conducted within the boundaries of the reservations, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by land tract.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when survey is superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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Real Estate Services and Land, Title and Records Office

TR-4613-P5

Land Maps and Plans

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work, budget, studies, surveys, tests, assessments, field notes, audits, analyses, statements, evaluations, consultations, results, reports, plans, annotated maps showing townships, reservations, boundaries, location of land purchases under the Indian Reorganization Act, photos, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Geographical by reservation.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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Real Estate Services and Land, Title and Records Office

TR-4614-P5

Acquired Sub-Marginal Land Books

**NARA JOB #
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Approved
11/21/2003**

Contents: Include, but not limited to, the following data entry records: tract number, name of grantor, legal description of land, date of deed approved by the U.S. Attorney General's Office, purchase price, printouts of electronic mail, and documents created through word processing and spreadsheet software applications.

Filing Arrangement: Numerical by land tract.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which last entry was made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

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Real Estate Services and Land, Title and Records Office

TR-4615-P5

Land Acquisition Map Book

**NARA JOB #
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11/21/2003**

Contents: Include, but not limited to, the following records: application, consent form, tribal resolution, maps, approved grant form, certificate of completion for right-of-way or easement or permits granted over Indian land for roads, power-lines, railroads, communication lines, irrigation ditches, canals, and pipelines.

Filing Arrangement: Geographical by reservation.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which last entry was made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4616-P5

Indian Land Right-of-Ways and Easements

NARA JOB #
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11/21/2003

Contents: Include, but not limited to, the following records:

Pre-decision: application, consent form, tribal resolution, maps, market analysis, notarized land survey, environmental assessments, appraisal, surety bond, service line agreements, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: rights-of-way, easements, change orders, modifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post-decision: estimate of equitable compensation, schedules of damages, restoration plans, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: journal vouchers, distribution survey, bill for collections, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by assigned number.

Official File: Action (originating/receiving) Office.

Disposition: **PERMANENT.** Cut off at fiscal year end of rights-of-way and easement expiration. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

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Real Estate Services and Land, Title and Records Office

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Land Lease Accounting Files

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4402-P5 – Timber Sales
– or –
TR-4618-P5 – Indian Land Lease Case Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4618-P5

Indian Land Lease Case Files

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Pre-decision: estimates; appraisals; restrictions; affidavit; individual land owners consent; lease proposal; lease compliance, inspection, stipulations; title status report; abstract of title; maps and land tract surveys; lease plan; access permits; solicitor approval; power of attorney; acceptance of lessor; Categorical Exclusion check list; Environmental Assessments; insurance policies/certificates; rental value memorandum; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Decision: lease, lease bond, lease and bond transmittal form, modifications, statement/certificate of award, contract, notice of lease termination, unitization agreements and ratifications, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Post-decision: notice of lease expiration, trespass report, operation reports, court related documents, Findings of No Significant Impact (FONSI), printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Accounting: royalty reports, royalty interest documents, check copies, delinquent lessee listing, account distribution vouchers, 90-day notice, authority to execute irrevocable letter of credit document, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by lease.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of lease completion, expiration, or termination. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

Also Refer to TR-4402-P5 – Timber Sales

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4619

Oil Well Records

NARA JOB #
N1-075-04-4
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11/21/2003

Refer to TR-4621-P5 – Indian Mineral Assessment Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

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Nation-wide Oil and Gas Lease Bond Files

NARA JOB #
N1-075-04-4
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11/21/2003

Refer to TR-4618-P5 – Indian Land Lease Case Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4621-P5

Indian Mineral Assessment Records

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: interagency and private research and mineral firm assessments, evaluations, analysis, copies of records submitted and/or received from U.S. Geological Surveys, well logs, plugging records, production reports, communitization agreements, lease status reports, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by assessment fiscal year.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when assessment is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4622-P5

Town Lot Use Permits

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: documents used for restricted land or land for which it has been impossible to secure clear legal title, copy of rent receipt, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by permit number.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when permit is cancelled, expired, or revoked. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4623

Real Property Insurance Policies

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4609-P5 – Land Transactions

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4624-P5

Real Estate Appraisal Report Files

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: appraisal reports used by Realty Officers in negotiating leases, land transactions, or involving litigation; inventories; land assessments; reviews and evaluations of appraisal reports; market data on recorded real estate transactions; county assessor's maps; quadrangle maps; reservation maps; county atlases; copies of BIA reservation road maps; plat map; aerial photographs used for appraisals and land use planning; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Chronological by appraisal expiration fiscal year.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when appraisal expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

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Real Estate Appraisal Reference Files

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4624-P5 – Real Estate Appraisal Report Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4626

Real Estate Market Data Card Files

NARA JOB #
N1-075-04-4
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11/21/2003

Refer to TR-4624-P5 – Real Estate Appraisal Report Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4627

Land Use Feasibility and Marketability Study Files

NARA JOB #
N1-075-04-4
Approved
11-21-2003

Refer to TR-4628-P5 – Reservation Land Use and Development Plan

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4628-P5

Reservation Land Use and Development Plan

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: scope of work, budget, surveys, tests, assessments, field notes, audits, statements, evaluations, consultations, results, environmental and cultural documentation, feasible and marketable studies, cost analysis, design plans, construction plans, original tracings, sepias, mylars, narrative reports, documents resulting from studies to evaluate and analyze use and development of reservation land, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by reservation.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when plan or study is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4629-P5

Real Property Report

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: acquisitions and disposal reports, surface and subsurface leases/permits, land planning, real estate appraisals, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Chronological by reporting fiscal year.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end of reporting period. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

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Real Estate Services and Land, Title and Records Office

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Heirship Files

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4631-P5 – Probate File

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4631-P5

Probate File

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records:

Pre-decision: proof of death, wills, notice of hearing, list of persons receiving notice of hearing, depositions, Bureau of Indian Affairs Inventory (BIAINV), and appraisals of interests possessed by deceased. If applicable, includes decedent tribal enrollment certification, marriage license(s), divorce decree(s), adoption records, affidavit of probate specialists verifying search for missing probable heirs or beneficiaries, correspondence or notes from communication with family, disclaimers, renunciation of interest, guardianship records, final settlement, heir ship cards, statement describing income generating activity, descendents IIM account ledgers, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Decision: order determining heirs; order approving will and decree of distribution; probate modifications; requests and responses concerning program information from tribes, federal and state agencies, local governments, private organizations, and individuals; printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetically by decedent name.

Official File: Action (originating/receiving) Office.

Disposition: **PERMANENT.** Cut off at fiscal year end in which the estate is settled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

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Real Estate Services and Land, Title and Records Office

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Range Heir File

NARA JOB #
N1-075-04-4
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11/21/2003

Series Moved to Range

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4633-P5

Twenty-Day Case File

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records relating to the Bureau's representation of an Indian in matters concerning their estate in State and Federal Court: probate, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by court docket number.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end in which the estate is settled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4634-P5

Master Land Description File

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: regular and town site data that is received from the title plant; information from legal description of land within section, township, and range of an area of both trust and right-of-way; reservation code, range, township, section, multiple use (county) code, meridian, range east or west, township north or south; county, state, and township name and code; subdivision; block; lot; cross-reference reservation code and subdivision name; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by reservation code.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4635-P5

Land Chain of Title Plant File

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records to show a complete historical record on all Indian lands: regular and town site data that is received from the title plant; information from legal information in this file is received from the title plants where the data is taken from the Congressional Record; probate files; record of sales; leases; right-of-way; deaths; deeds; patents; Congressional, Presidential, and Secretary Acts. File shows extract control number, land description by quarter section, township, range, and tract reservation code; tract number; average fractional interest conveyed; land description remark; multiple use (county) code; master reservation code; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by tribe or individual name.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4636-P5

Individual Chain of Title File

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records used to maintain current legal ownership records on individual Indians, as well as tribally-owned land: magnetic tape file received from the title plants where it is taken from Congressional Record, probate files, record of sales, deeds, specified documents, and other legal records; extract control number; document type, number, and date; owner reservation code; owner (allotment) number and name; grantor-grantee code; relationship code; fractional interest acquired; master reservation code; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by tribe or individual name.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4637

Range Land File

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Series Moved to Range

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4638

Indian Land Information System

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Series Moved to ADP - 2220 IRMS

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4639

Lease Distribution System Files

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Series Moved to ADP – 2220 IRMS

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4640

Range Permittee Payment System

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Series Moved to Range – No reference provided

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4641-P5

LRIS Location Directory

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: information taken from the GSA Geographical Location Codes Manual which shows state and county code, state and county name, and state abbreviation for all BIA locations and reservation codes.

Filing Arrangement: Alphabetical by location.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4642

LRIS Reservation Directory

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Refer to TR-4641-P5 – LRIS Location Directory

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4643-P5

Indian Land Records

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: land description, current ownership, probate and title history of Indian trust land, records concerning individuals who have received overpayment(s) relative to land disposal, leases, sales and rentals maintained by Title Plants, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Alphabetical by name.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

4644

Indian Trust Land Mortgages

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Series Moved to Credit – No reference provided

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4645-P5

Restriction Removal File

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: application for removal of restriction, indexes, removal of restriction documents, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end in which action is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4646-P5

Unresolved Rights Case

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: documents essential to the preservation of the legal right and interest of an individual Indian and their government which includes correspondence, forms, and reports on rights protection.

a. Statute of Limitations/Unresolved Rights Cases – Litigation

Records include, but not limited to, the following case records: Grazing Trespass, Utility Trespass, Road Trespass, Railroad Trespass, Agricultural Trespass, Recover Land Sold to Wrongful Heir, Recover Land Fee Patent-Cancel, Recover Land Patented as Swamp Land, Recover Title-Force Fee Patent, Removal of Mineral Resource, Uranium Contamination, Non-Rental payment, Unpaid Lease Rental, Breach of Contract, Fence Encroachment, Building Encroachment, Flood Damage, Inundation Flood Seepage, Unauthorized Silt Deposit, Wrongful Land Sale, Wrongful Occupancy of Land and Structure, and Harvest Natural Growth Removal and Trespass Water Right.

Filing Arrangement: Alphabetical by claim type.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when case is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

NARA JOB #
N1-075-04-4
Approved
11/21/2003

b. Statute of Limitations/Unresolved Rights Claims – Non-Litigation

Records include, but not limited to, the following records: rejected claim which may or may not have legal merit but are not recommended for litigation; Administratively Resolved Claim which have been resolved either through negotiation or administrative resolution; Claim Undergoing Litigation which are being litigated by the U.S. Attorney; Legislation Activities when legislation is necessary when there is no administrative or legislative remedy; Technical Studies include items that are necessary for monitoring activity or for the purpose of making determination to fact; dispute clarification of position; boundary disputes include documents which may or may not be long standing boundary problems and current Unresolved Indian Right issues which are on-going, and rights issued which are post 1966 Statute of Limitations Claims.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

(Continuation)

TR-4646b-P5

Unresolved Rights Case

Filing Arrangement: Alphabetical by claim type.

Official File: Action (originating/receiving) Office.

Disposition: PERMANENT. Cut off at fiscal year end when claim is closed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4647-P5

Recordation Logs (Non-LRIS)

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following manual or electronic log of title records created and maintained for land title recording purposes (logs shall be printed and made part of the hard copy file): title documents which include reservation code, sequential number, year, date received, document type, recorded date, microfilmed date, date returned to the originating office, significant remarks to title documents, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by recording number.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when last title record is logged. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4648-P5

Title Documents

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records used to create official certified copies: documents affecting the title to or encumbers tribal or individual allotted land required to be recorded by regulations or Bureau policy; trust patent; restricted fee patent; deed to non-trust status; Executive Order; Treaty; Acts of Congress; Secretarial Order; order transferring inherited interest; deeds to restricted or trust status; supplement plat; mortgage documentation; fee patent; homestead patent; certificate of competency; order removing restrictions; allotment schedule; declaration of taking; lease; right-of-way and easement; memorandum of sale of allotted land; federal reinvesting order; death notice; Non Compos Mentis declaration; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by tract number.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when ownership has been changed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4649-P5

Individual and Tribal Tract File

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records used to document current chain of title ownership and encumbrances affecting a specific tract of trust or restricted Indian land: ownership updated by probates, probate modifications, deeds and other legal instruments; encumbrances such as leases, mortgages, mortgage satisfactions, rights-of-way to show current land status, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract number.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when ownership has been changed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4650-P5

Identification and Research Records

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records used to identify individual tract owner for various title and probate purposes: title and identification card; record; enrollment book showing individual interest derived from probate and other title documents; individuals' personal information (date of birth, roll number, family relationships); plat book showing section, township, range, and legal description; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by name of tract owner.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when records are updated. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4651-P5

Land Status Maps, General Land Office Plats, and Land Acquisition Maps

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: land status maps for all reservations which show individual tracts; tract numbers and current status of the tract in terms of trust or fee, tribal, or individual; general land office plats which represent official survey boundaries and show prominent physical features and section, township, and range lines; land acquisition map books, plats, and town site maps; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by tract number.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4652-P5

Land Index File

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following index records of tribal and individual allotted land documenting historical and current events which track ownership and encumbrances affecting specific land through title documents from the date the land was established to the most recent event: reservation codes, legal land description, state location, county location, number of acres, document type affecting land, document number, original allottee name, grantor/decendent, grantee/heir, fractional interest, ownership type, relations information, cartographic land plats, printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Numerical by tract number.

Official File: LTRO Office

Disposition: PERMANENT. Cut off at fiscal year end when superseded or obsolete. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4653-P5

Probate Documents

**NARA JOB #
N1-075-04-4
Approved
11/21/2003**

Contents: Include, but not limited to, the following records: original probate order/decision signed and issued by an administrative law judge from the Office of Hearings and Appeals or by a regional attorney decision maker, order determining heirs, last will and testament, probate modifications, BIA land inventory, data for heir ship, family report, disclaimers, testimonies, death certificate, creditor claims, heirs and interested parties, printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Numerical by probate number.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end in which the estate is settled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

RECORDS SUBJECT TO THE PRIVACY ACT – 5 USC 552B.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4654-P5

Rights-of-Ways

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: original grant of easement or permit with map; tribal resolution; application; consent of owners; affidavit of completion for easements or permits granted over tribal or individual land for road, power line, railroad, communication line, irrigation ditch, canal, pipeline, etc.; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Geographical by reservation.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when right-of-way expires. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 4600

Real Estate Services and Land, Title and Records Office

TR-4655-P5

Abstract of Title

NARA JOB #
N1-075-04-4
Approved
11/21/2003

Contents: Include, but not limited to, the following records: abstract of title prepared by a commercial title company for non-trust land acquisitions, land removed from trust status, or being returned to trust status; printouts of electronic mail; documents created through word processing and spreadsheet software applications; supporting documentation; and related correspondence.

Filing Arrangement: Alphabetical by abstract title.

Official File: LTRO Office.

Disposition: PERMANENT. Cut off at fiscal year end when transaction is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Transfer to the National Archives of the United States in accordance with the signed Standard Form 258, Agreement to Transfer Records to the National Archives of the United States.